

 <div style="text-align: center;"> <b>STATE OF ALASKA</b>  <b>DEPARTMENT OF TRANSPORTATION</b>  <b>AND PUBLIC FACILITIES</b> </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">07.01.030</div>	PAGE <div style="text-align: center;">1 of 2</div>
		EFFECTIVE DATE <div style="text-align: center;">July 31, 1998</div>	
SUBJECT <div style="text-align: center; font-weight: bold;">Ordering of Bulk Fuel</div>		SUPERSEDES	DATED
TITLE <div style="text-align: center; font-weight: bold;">Maintenance and Operations</div>	CHAPTER <div style="text-align: center; font-weight: bold;">General Maintenance and Operations</div>	APPROVED BY	

## PURPOSE

To establish uniform policy governing bulk fuel order and accounting by the Statewide Equipment Fleet (SEF) and to establish ordering and accounting guidelines to be followed in handling bulk fuel for Maintenance and Operations (M&O) District Shops and stations.

## POLICY

The Regional Equipment Fleet operations are delegated authority by the Division of Maintenance & Operations for the bulk fuel ordering for the Division of Maintenance and Operations.

It is the policy of the department to administer this ordering responsibility in accordance with state procurement statutes and regulations.

## PROCEDURE

### A. Responsibility/Performance:

State Equipment Fleet (SEF) Districts/Regional Managers: Will ensure compliance with these procedures in all M&O locations.

### B. Ordering Procedures:

1. The Regional Equipment Fleet operation shall continue to order fuel through established Department of Administration (DOA) contracts for all M&O stations when requested to do so by M&O management. Regional SEF will use the appropriate M&O coding to pay for the bulk fuel. Regional SEF overhead for the bulk fuel will be charged to M&O via a Reimbursable Services Agreement (RSA).
2. The stations shall keep log(s) at the pumps. Regional SEF will input the non-M&O fuel into EMS for billing purposes, so that M&O can be reimbursed for fuel. A column will be added to track fuel used in federal projects, etc., since fuel will

no longer be in the “FUR” rates. The logs will be sent to Regional M&O each pay period to compare ledger codes or cost collectors.

3. Regional SEF personnel shall monitor fuel usage of non-M&O vehicles for the purposes of reimbursement to M&O for fuel usage by other divisions or departments. Tracking fuel for M&O vehicles will be done at the stations; computer tracking of fuel usage for M&O vehicles is being abolished.
4. The users of fuel for federally funded projects such as crack seal, chip seal, bridge repair, etc., shall keep and maintain the records necessary for invoicing the FHWA for reimbursement.
5. The M&O station's foreman shall monitor the fuel consumption quantities recorded against the quantities ordered. In the event of discrepancies or irregularities, the matter shall be investigated by regional M&O supervisors in an acceptable resolution.

## **AUTHORITY**

AS 36.30

## **IMPLEMENTATION RESPONSIBILITY**

Director, Administrative Services; Statewide Equipment Fleet Manager; SEF Contracting Officer; Regional Equipment Managers; and Regional Equipment Superintendents.

## **DISTRIBUTION**

All holders of the Policy and Procedure Manual; all SEF Procedure Manual holders, SEF District/Regional Managers.